

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SERVICES DEPARTMENT: BRANCH II
(Delhi Secretariat, 5th Level, A-Wing, I.P.Estate, New Delhi)
(<http://services.delhi.gov.in>)
<http://services.delhigovt.nic.in>

No.F.4/3/2020/S-II

Dated:

To

The Assistant Registrar (Admin),
Office of the Registrar Cooperative Societies,
Govt. of N.C.T. of Delhi,
Parliament Street, New Delhi - 110001.

Sub: Regarding Promotion of Sh. Ravi Kumar, Grade-IV(GNCTDSS)/Jr. Assistant to the post of Grade-III(GNCTDSS)/Senior Assistant.

Madam/Sir,

With reference to your letter no. F.1(79/2023/Estt:/Coop./779) dated 23/05/2025 on the subject cited above, I am directed to inform you that, the Competent Authority has accorded approval to place the case of Sh. Ravi Kumar, (DOB-31/03/93), Snty. No. 18708 Grade-IV(GNCTDSS)/Jr. Asstt., before the DPC for promotion to the post of Grade-III(GNCTDSS)/Senior Assistant. Accordingly, following information/documents are required on an urgent basis:

S. NO.	Name of Official/DOB	Documents required
1.	Sh. Ravi Kumar/ 31/03/93	(i) Proforma (Annexure-A) (ii) Integrity Certificate/Vigilance Clearance Certificate (Annexure-B) (iii) APARs for the period 2019-20 to 2023-24 and Addl. APAR 2024-25

It is, therefore, requested to provide the above said requisite documents immediately to this department so that case of Shri Ravi Kumar for his promotion to the post of Grade-III (DASS)/Senior Assistant may be placed before the DPC.

Encl : Annexure - A & B

Yours faithfully,

Digitally signed by
Purushottam Lal
Date: 28-11-2025
15:52:56
Section Officer

No.F.4/3/2020/S-II

Dated:

1. The Section Officer, Services-IV Branch, Services Department with the

request to prepare the detailed grading chart of the APARs in respect of the official and provide the same to Services-II Branch.

2. The Section Officer (Co-ordination) with the request to upload the letter on the official website of Services Department.
3. Section Officer (S-III), Services Department for information please.